

7 MAY 2001



Personnel

**DIRECTORATE OF OPERATIONS AWARD
PROGRAM MANAGEMENT (*)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AMC/DOES
(MSgt Earlean Porterfield)
Supersedes AMCI 36-2806, 1 August 1998

Certified by: HQ AMC/ADO
(Col Stephen M. Jones)
Pages: 59
Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It establishes criteria and procedures for submitting nominations for awards administered or overseen by Headquarters Air Mobility Command, Directorate of Operations (HQ AMC/DO). Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publications**, through channels to HQ AMC/DOES, 402 Scott Drive, Unit 3A1, Scott AFB IL 62225-5302. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by 10 U.S.C., Chapter 857, Decorations and Awards, and Executive Order 9397. System of records notice F900 AF MP A, Awards and Decorations, applies. This publication applies to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. See [Attachment 1](#) for a listing of references and supporting information.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Aligns unit and major command (MAJCOM) suspenses with appropriate Air Staff suspenses; adds requirement for including a computer diskette with each nomination (Para [1.2.4.](#)); stipulates a colonel as 'President' of all boards (para [1.3.1.](#)); separates awards in [Chapter 2](#) and [Chapter 3](#) into individual tables; updates the *General James H. Doolittle Trophy* suspense to 1 Mar and includes "and AMC-gained" in the eligibility criteria ([Table 2.1.](#)); updates the *General Carl A. Spaatz Trophy* suspense to 1 Mar and includes "and AMC-gained" in the eligibility criteria ([Table 2.2.](#)); updates the *General Joseph Smith Trophy* suspense to 1 Mar; drops *inter-theater* from the purpose statement; clarifies eligibility by deleting specific MWS and changing to read, "All AMC and AMC-gained airlift squadrons" ([Table 2.3.](#)); changes [Chapter 3](#) heading to *Criteria and Information for Special Trophies and Awards Managed by HQ AMC/DO* and updates purpose statement for better clarity; updates nomination procedures for the *Col Joseph B. Duckworth Annual USAF Instrument Award* ([Table 3.5.](#)); clarifies who may be nominated for the *Lt Gen Tunner* and *Brig Gen Hoyt Awards* ([Table 3.6.](#) and [Table 3.7.](#)); updates the *Katherine and Marjorie Stin-*

son Award for Achievement suspense to 30 May ([Table 3.10.](#)); updates the *Frank G. Brewer Trophy* suspense to 30 Nov ([Table 3.11.](#)); updates criteria for the *Collier Trophy* and suspense to 30 Nov ([Table 3.12.](#)); deletes the *Omaha Trophy* which is nominated directly to USSTRATCOM by the TFC; adds the *Daedalian Exceptional Pilot Award* ([Table 3.17.](#)); updates *AMC Weather Awards* suspense to 1 Feb ([Chapter 4](#)); updates [Chapter 4](#) to allow Tanker Airlift Control Center (TACC) to submit nominations as the parent unit to the 15th Operational Weather Sq; separates award categories in [Chapter 5](#) into four tables (*Air Refueling Awards* – [Table 5.1.](#)), (*Airlift Awards* – [Table 5.2.](#)), (*International Team Awards* – [Table 5.3.](#)), and (*Other Awards* – [Table 5.4.](#)); adds *Lt Col Joe Jackson Trophy* for the best C-130 (or equivalent) aircrew at the RODEO competition ([Table 5.2.](#)); updates *Transportation Awards* suspense to 15 Jan, limits the AF Form 1206, **Nomination for Award**, for nomination to one page, and expands individual award nomination procedures ([Chapter 6](#)); renames *Life Support Awards* to *Aircrew Life Support Awards*, adds life support officers as a category, aligns individual categories, eligibility criteria and point system with AFI 36-2807 ([Chapter 7](#)); renames *AMC Aircrew Survival Instructor of the Year Award* to *AMC Outstanding Survival, Evasion, Resistance, and Escape (SERE) Training Instructor of the Year Award* and adds [Table 7.2.](#); updates *Command and Control Awards* suspense to 31 Jan, removes TACC-specific awards, adds individual tables for “unit” and “individual” awards ([Chapter 8](#)); adds *Mobile Command and Control Awards* ([Chapter 9](#)); updates substantiating data and nomination requirements for *AMC Air Traffic Control and Airfield Management Awards*, changes suspense to 15 January, requires nomination packages be sent to HQ AMC/DOA, adds *Terminal Instrument Procedures (TERPS) Specialist of the Year* as a category and moves to [Chapter 10](#); updates nomination requirements for *Operations Resource Management Awards* and moves to [Chapter 11](#); changes *Combat Tactics Award* to *Mobility Combat Tactics Awards*, updates/adds specific award categories, updates who may nominate for these awards, changes recognition period from calendar to fiscal year, changes date due to 1 Nov, changes where the awards are presented and moves to [Chapter 12](#); deletes *Training Award*; moves *AMC Flying Instructor of the Year* to [Chapter 13](#); changes the *AMC Outstanding Enlisted Aircrew Member of the Year Award* to *SSgt Henry E. “Red” Erwin Outstanding Enlisted Aircrew Member of the Year Award*, updates eligibility criteria to include AFRC enlisted members, changes suspense to 1 Mar and moves from [Chapter 2](#) to [Chapter 14](#); creates two categories for the *Outstanding Operations Support Squadron (OSS) of the Year Award* ((Large Unit) – Wing level) and ((Small Unit) – Group level) and moves from [Chapter 2](#) to [Chapter 15](#); added the *En Route Squadron (ERS) Unit of the Year Award* as [Chapter 16](#).

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Chapter 1

GENERAL INSTRUCTIONS

1.1. Purpose. These annual awards:

- 1.1.1. Enhance the overall visibility of Air Force personnel and their accomplishments.
- 1.1.2. Recognize outstanding achievement by individuals or units for their contributions to the success of the Air Mobility Command (AMC) mission.
- 1.1.3. Reward individuals and units for initiative and valuable actions.

1.2. General Guidance.

- 1.2.1. Mail all nomination packages to HQ AMC/DOES, 402 Scott Drive, Unit 3A1, Scott AFB IL 62225-5302. If you prefer to e-mail the required information, contact the OPR identified at the front of this instruction for specific guidance.
- 1.2.2. Unless otherwise specified, use Times New Roman, 12-point. For purposes of this instruction, one page means a single side.
- 1.2.3. Submit all AMC nomination packages through appropriate Numbered Air Force (NAF) to AMC (unless otherwise specified).
- 1.2.4. Include a 3.5-inch computer diskette with each package including copies of all required documents (e.g. AF Form 1206 or nomination write-up, biographies, and citation when required). Multiple nominations may be consolidated onto one diskette. Not required, if e-mailed.
- 1.2.5. Messages announcing upcoming awards will normally be sent 90 days before due date to AMC. Unit suspense to appropriate NAF or MAJCOM will be approximately 30 days before AMC suspense.
- 1.2.6. If the due date for nominations falls on a weekend, the package is due by COB the following Monday.

1.3. Board and Scoring.

- 1.3.1. Boards consist of the most knowledgeable individuals available for each specific category. A colonel (0-6) will be designated "President" for all boards.
 - 1.3.1.1. Each board member receives a copy of every nomination and a score sheet.
 - 1.3.1.2. All board members are entitled to one vote for each award category under consideration.
 - 1.3.1.3. Each board member scores each nomination using specified award criteria and guidance in paragraph 1.3.2. Board members should consider making adjustments in the scoring as they review subsequent nominations. It is important to maintain a consistent rating value within each nomination.
 - 1.3.1.4. Individual ranking is determined by the highest overall score.
 - 1.3.1.5. The board President will determine the board consensus by comparing individual rankings relative to each other. In the event of a tie or an extremely close vote, all board members review the appropriate individual, unit, or group records a second time. Board members will have

an opportunity to discuss the nomination packages before another vote is taken. If a tie cannot be broken during this review, the board president unilaterally makes the final decision on a winning nomination.

1.3.2. Scoring is based on a 1 to 7 scale in 1/2-point increments.

1.3.2.1. Point assessment is per the following guide:

1.3.2.1.1. 7.0 to 5.5--exceptional performance.

1.3.2.1.2. 5.0 to 3.5--average performance.

1.3.2.1.3. 3.0 to 0.0--below average performance.

1.3.3. Criteria will be specific to each award category.

1.4. Disposition of Documentation. Dispose of board procedures, nomination packages, and other documentation in accordance with AFMAN 37-139, *Records Disposition Schedule*.

1.5. Questions. Direct questions about the awards to the office of primary responsibility (OPR) identified at the front of this instruction.

Chapter 2

DO-MANAGED AND AMC COMMANDER-SPONSORED AWARDS

2.1. Purpose. DOE manages and processes awards in [Table 2.1.](#) through [Table 2.3.](#) for AMC Commander approval. There are no equivalent higher headquarters awards.

2.2. General Guidance.

2.2.1. Date Due--1 March.

2.2.2. Functional Area--Varies by award.

2.2.3. Eligibility--Varies by award.

2.2.4. Award Type--Varies by award.

2.2.5. Award Presentation-- AMC/CC or CV presents at an appropriate event.

2.2.6. Related Higher Headquarters Publication--None.

2.2.7. Who May Nominate--AMC NAFs.

2.2.8. Nomination Package--Varies by award.

2.2.9. Board Composition--HQ AMC/DOE convenes a board of appropriate members (from functional areas, if possible) to review and select nominee for AMC/CC approval.

2.3. Specific Guidance .

Table 2.1. General James H. Doolittle Trophy.

Purpose:	Identify and recognize the outstanding AMC individual or crew that best characterizes and epitomizes qualities and traits for which Gen Doolittle is famous.
Eligibility:	All AMC and AMC-gained operations personnel.
Type of Award:	Plate on AMC trophy; miniature trophy (or trophies, if crew), and LOC.

<p>Criteria. Base nominations on individual or crew professionalism, courage, leadership, and extremely meritorious service.</p> <p>Authorized Headings: Courage Leadership Extremely Meritorious Service</p>	<p>NOMINATION PACKAGE: Write nominations based on achievements that occurred during calendar year for which being nominated. NAFs may submit two nominations each. Submit one copy of each of the following: Nomination Letter. Required. Nomination. Submit nomination on AF Form 1206 using criteria to the left. Submit nominations in bullet format, not exceeding two single-spaced pages. Citation. Prepare a proposed citation in landscape format. Left and right margins must be 1-½ inches. Limit the citation to approximately 50 key words that properly describe the nominee's accomplishments or achievements. See AFI 36-2805, Attachment 3.</p>
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Table 2.2. General Carl A. Spaatz Trophy.

Purpose:	Identify and recognize the outstanding air refueling squadron within AMC.
Eligibility:	All AMC and AMC-gained KC-10 and KC-135 squadrons.
Type of Award:	Plate on HQ trophy, miniature trophy, letter of commendation (LOC).
<p>Criteria (must be included in the order given): MISSION: Short synopsis of unit mission, resources available, and particular difficulties encountered in performing mission. AIRCREW UPGRADING/TRAINING: Upgrading necessary to accomplish the mission and any innovations used to improve unit training. SAFETY RECORD: Unique mission factors having a bearing on safety and measures taken to improve safety awareness. AIRCREW ENHANCEMENT/RETENTION: Unit retention rates and improvements to morale or retention. OUTSTANDING INDIVIDUAL/CREW ACCOMPLISHMENTS: Describe what unit personnel did to make them stand out. MILITARY/CIVILIAN EDUCATION: Number of officers and enlisted eligible for, enrolled in, and completing each level, as well as action taken to promote education. BASE/COMMUNITY RELATIONS: Describe how the unit has a positive impact.</p>	<p>NOMINATION PACKAGE. Write all nominations based on achievements that occurred during calendar year for which being nominated. NAFs may submit one nomination each. Submit one copy of each of the following: Nomination Letter. Required. Nomination. Submit nomination on AF Form 1206 using headings and criteria to the left. Submit nominations in bullet format, not exceeding two single-spaced pages. Citation. Prepare a proposed citation in landscape format. Left and right margins must be 1-½ inches. Limit the citation to approximately 50 key words that properly describe the nominee's accomplishments or achievements. See AFI 36-2805, Attachment 3.</p>

Table 2.3. General Joseph Smith Trophy.

Purpose:	Identify and recognize the outstanding airlift squadron within AMC.
Eligibility:	All AMC and AMC-gained airlift squadrons.
Type of Award:	Plate on HQ trophy, miniature trophy, letter of commendation (LOC).
<p>Criteria (must be included in the order given):</p> <p>MISSION: Short synopsis of unit mission, resources available, and particular difficulties encountered in performing mission.</p> <p>AIRCREW UPGRADING/TRAINING: Upgrading necessary to accomplish the mission and any innovations used to improve unit training.</p> <p>SAFETY RECORD: Unique mission factors having a bearing on safety and measures taken to improve safety awareness.</p> <p>AIRCREW ENHANCEMENT/RETENTION: Unit retention rates and improvements to morale/retention.</p> <p>OUTSTANDING INDIVIDUAL/CREW ACCOMPLISHMENTS: Describe what unit personnel did to make them stand out.</p> <p>MILITARY/CIVILIAN EDUCATION: Number of officers and enlisted eligible for, enrolled in, and completing each level, as well as action taken to promote education.</p> <p>BASE/COMMUNITY RELATIONS: Describe how the unit has a positive impact.</p>	<p>NOMINATION PACKAGE. Write all nominations based on achievements that occurred during calendar year for which being nominated. NAFs may submit two nominations each. Submit one copy of each of the following:</p> <p>Nomination Letter. Required.</p> <p>Nomination. Submit nomination on AF Form 1206, <i>Nomination for Award</i>, using headings and criteria to the left. Submit nominations in bullet format, not exceeding two single-spaced pages.</p> <p>Citation. Prepare a proposed citation in landscape format. Left and right margins must be 1-½ inches. Limit the citation to approximately 50 key words that properly describe the nominee's accomplishments or achievements. See AFI 36-2805, Attachment 3.</p>

Chapter 3

CRITERIA AND INFORMATION FOR SPECIAL TROPHIES AND AWARDS MANAGED BY HQ AMC/DO

3.1. Purpose. HQ AMC/DO manages and processes awards listed in [Table 3.1.](#) through [Table 3.17.](#) for approval by the AMC/CC or CV and nomination to HQ USAF or sponsor, as appropriate. There are no AMC-equivalent awards.

3.2. General Guidance.

3.2.1. Date Due--Varies by award.

3.2.2. Functional Area--Varies by award.

3.2.3. Eligibility--Varies by award.

3.2.4. Award Type--Various types of awards are given to higher headquarters winners. Each nominee forwarded to the higher headquarters competition receives a LOC from AMC/CC or CV.

3.2.5. Award Presentation--As determined by the award sponsor.

3.2.6. Related Higher Headquarters Instruction--Varies by award.

3.2.7. Who May Nominate--Varies by award.

3.2.8. Nomination Package--Varies by award.

3.2.9. Board Composition--HQ AMC/DOE convenes a board of appropriate members (from functional area) to review and select nominees for approval by the AMC Commander.

3.3. Specific Guidance.

3.3.1. Institute of Navigation (ION) Awards.

Table 3.1. Norman P. Hays Award.

Purpose:	To recognize outstanding encouragement, inspiration, and support contributing to the advancement of navigation.
Eligibility:	Individuals engaged in management of the military services, civil government, or industry.
Type of Award:	Determined by ION.
Presentation:	Determined by ION.
Higher Hqs Directive:	AFI 36-2805.
Who May Nominate:	Wing/Groups may submit one nomination per category with Wing/Group Commander endorsement letter.
HQ AMC/DOE Suspense:	15 January
Nomination Format. Submit nominations on forms that are available upon request from the ION or in Word format providing the information requested on the ION website. See AFI 36-2805, Chapter 4, paragraph 4.4.	

Table 3.2. Thomas L. Thurlow Award.

Purpose:	To recognize outstanding contributions to the science of navigation.
Eligibility:	<p>Individuals making one of the following contributions, listed in descending order of importance:</p> <p>An outstanding invention or design of equipment which applies to the science of navigation</p> <p>An outstanding method developed for use in navigation</p> <p>Outstanding research or study relating to navigation</p>
Type of Award:	Determined by ION.
Presentation:	Determined by ION.
Higher Hqs Directive: Who May Nominate:	<p>AFI 36-2805.</p> <p>Wing/Groups may submit one nomination per category with Wing/Group Commander endorsement letter.</p>
HQ AMC/DOE Suspense:	15 January
Nomination Format. Submit nominations on forms that are available upon request from the ION or in Word format providing the information requested on the ION website. See AFI 36-2805, Chapter 4, paragraph 4.4.	

Table 3.3. P.V. H. Weems Award.

Purpose:	This award is intended to recognize individuals who have, over a long period of years, made significant contributions to navigation but whose accomplishments in any given years were not so outstanding as to overshadow all others.
Eligibility:	Individuals making continuing contributions to the advancement of navigation over a period of years.
Type of Award:	Determined by ION.
Presentation:	Determined by ION.
Higher Hqs Directive:	AFI 36-2805.
Who May Nominate:	Wing/Groups may submit one nomination per category with Wing/Group Commander endorsement letter.
HQ AMC/DOE Suspense:	15 January
Nomination Format. Submit nominations on forms that are available upon request from the ION or in Word format providing the information requested on the ION website. See AFI 36-2805, Chapter 4, paragraph 4.4.	

Table 3.4. Superior Achievement Award.

Purpose:	To recognize individuals making outstanding contributions to the advancement of navigation.
Eligibility:	Individuals cited for outstanding performance as a practicing navigator.
Type of Award:	Determined by ION.
Presentation:	Determined by ION.
Higher Hqs Directive:	AFI 36-2805.
Who May Nominate:	Wing/Groups may submit one nomination per category with Wing/Group Commander endorsement letter.
HQ AMC/DOE Suspense:	15 January
Nomination Format. Submit nominations on forms that are available upon request from the ION or in Word format providing the information requested on the ION website. See AFI 36-2805, Chapter 4, paragraph 4.4.	

3.3.2. Air Force Flight Standards Agency (AFFSA) Awards.**Table 3.5. Col Joseph B. Duckworth Annual USAF Instrument Award.**

Purpose:	Presented to the unit or individual considered to have made the most significant contribution to the art or science of aerospace instrument flight in the preceding calendar year.
Eligibility:	See AFI 36-2807, Chapter 5.
Type of Award:	Name on permanent trophy in Washington and plaque.
Presentation:	The commander of the MAJCOM to which the recipient is assigned determines appropriate presentation.
Higher Hqs Directive:	AFI 36-2807.
Who May Nominate:	NAF, DRU, (or equivalent) may submit one nomination each.
HQ AMC/DOE Suspense:	1 February
Criteria. Make nominations based on nominee's contribution to the art or science of aerospace instrument flight. Items to be considered are new or improved instructional methods, techniques or procedures; new or improved use of existing equipment; new or improved aircraft instrumentation or ground control instrumentation; and development of equipment	NOMINATION PACKAGE: Nomination Letter. Required. Nomination. Submit AF Form 1206, in narrative or bullet format, containing a summary of the nominee's act, service, or accomplishment. Nomination will not exceed two pages.

3.3.3. Air Force Association (AFA) Awards.

Table 3.6. Lt Gen William H. Tunner Award for Outstanding Airlift Aircrew.

Purpose:	Identify and recognize most outstanding airlift aircrew.
Eligibility:	All Air Force commands whose crews perform and train for airlift missions.
Type of Award:	Determined by AFA.
Presentation:	At the AFA national convention.
Higher Hqs Directive:	None.
Who May Nominate:	ACC, AETC, AFSOC, PACAF, USAFE, AMC NAFs, ANG, and AFRC may submit one nomination with endorsement.
HQ AMC/DOE Suspense:	1 April
<p>Criteria. Outstanding performance as an aircrew on a particular mission that significantly furthered national objectives or reflects exceptionally well on the mobility air forces.</p> <p>Sustained superior performance as an aircrew performing a continuing mission of extraordinary difficulty or challenge.</p> <p>Incidents in which superior aircrew efforts in dealing with an in-flight or ground emergency resulted in preventing serious injuries or aircraft damage.</p> <p>*****</p> <p>Nominating agencies may submit other than “traditional” airlift aircrews with full justification if those crews are performing in an <u>airlift role</u> and their contributions clearly satisfy the criteria for this award. Selection of an aircrew of this type is at the discretion of the AMC/CC.</p>	<p>NOMINATION PACKAGE. Write all nominations based on achievements that occurred during calendar year for which being nominated.</p> <p>Nomination Letter. MAJCOMs, AMC NAFs, ANG, and AFRC submit a nomination letter specifically nominating their aircrew for award.</p> <p>Nomination. Submit on AF Form 1206 considering criteria to the left. Submit nominations in narrative format, not exceeding two single-spaced pages with 1-inch margins.</p> <p>Photos. Include three 5X7-inch color photos of aircrew in action. Be sure to identify personnel in pictures on back of photos.</p> <p>Citation. Submit suggested citation not exceeding 50 words, excluding opening and closing statements.</p> <p>Cover Page. Submit cover page with nominees’ grade, full names, SSN, Office address, and commercial telephone number.</p>

Table 3.7. Brig Gen Ross Hoyt Award.

Purpose:	Identify and recognize most outstanding air refueling aircrew.
Eligibility:	All Air Force commands whose crews perform and train for air refueling missions.
Type of Award:	Determined by AFA.
Presentation:	At the AFA national convention.
Higher Hqs Directive:	None.
Who May Nominate:	ACC, AETC, AFSOC, PACAF, USAFE, AMC NAFs, ANG, and AFRC may submit one nomination with endorsement.
HQ AMC/DOE Suspense:	1 April

<p>Criteria. Outstanding performance as an aircrew on a particular mission that significantly furthered national objectives or reflects exceptionally well on the mobility air forces. Sustained superior performance as an aircrew performing a continuing mission of extraordinary difficulty or challenge.</p> <p>Incidents in which superior aircrew efforts in dealing with an in-flight or ground emergency resulted in preventing serious injuries or aircraft damage.</p> <p>*****</p> <p>Nominating agencies may submit other than “traditional” air refueling aircrews with full justification if those crews are performing in an <u>air refueling role</u> and clearly satisfy the criteria for this award. Selection of an aircrew of this type is at the discretion of the AMC/CC.</p>	<p>NOMINATION PACKAGE. Write all nominations based on achievements that occurred during calendar year for which being nominated.</p> <p>Nomination Letter. MAJCOMs, AMC NAFs, ANG, and AFRC submit a nomination letter specifically nominating their aircrew for award.</p> <p>Nomination. Submit nomination on AF Form 1206 considering criteria to the left. Submit nominations in narrative format, not exceeding two single-spaced pages with 1-inch margins.</p> <p>Photos. Include three 5X7-inch color photos of aircrew in action. Be sure to identify personnel in pictures on back of photos.</p> <p>Citation. Submit suggested citation not exceeding 50 words, excluding opening and closing statements.</p> <p>Cover Page. Submit cover page with nominees’ grade, full names, SSN, Office address, and commercial telephone number.</p>
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3.3.4. Airlift Tanker Association (ATA) Awards.

Table 3.8. General Robert “Dutch” Huyser Award.

Purpose:	Identify and recognize an outstanding pilot, navigator, flight engineer, loadmaster, and boom operator for sustained excellence in airmanship.
Eligibility:	AMC, AFSOC, ACC, AETC, USAFE, PACAF, AFRC, and ANG, tanker or airlift aircrew members at wing level or below.
Type of Award:	Plaque.
Presentation:	Presented at the Airlift and Tanker Association Annual Convention.
Higher Hqs Directive:	None.
Who May Nominate:	MAJCOMs, AMC NAFs, ANG, and AFRC may submit one nomination in each category.
HQ AMC/DOE Suspense:	1 May

<p>Criteria. Nominee must be at wing or group level or below; currently performing flight duties; maintain current proficiency in flight duties and those duties directly related to flying; demonstrate sustained excellence in airmanship; and have exemplary conduct and character.</p> <p>1206 Headings: Outstanding Proficiency and Performance of Flight Duties Significant Accomplishments Adaptability to Unusual Job Assignments or Difficult Situations Acceptance of Responsibility Self-Improvement Efforts</p>	<p>NOMINATION PACKAGE. Write all nominations based on achievements that occurred during calendar year for which being nominated.</p> <p>Nomination Letter. MAJCOMs, AMC NAFs, ANG, and AFRC submit a nomination letter specifically nominating their personnel for award.</p> <p>Nomination. Submit nomination in bullet format on AF Form 1206, one page maximum. Use the headings to the left.</p> <p>Biography. Include a biographical sketch on 8-½ X 11-inch plain bond paper, to include the following headings (all caps): (1) Title "General Robert "Dutch" Huyser Award" and "Biographical Sketch" centered at top of page; (2) Name; (3) Grade; (4) Date of Rank; (5) SSN; (6) Duty Title; (7) Duty Location; (8) Education; (9) Background Information; (10) Community Involvement and; (11) Prior Awards and Achievements.</p> <p>Photo. Include one 8 X 10-inch color photograph (head-and-shoulder) of nominee in service dress without headgear.</p>
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Table 3.9. General P.K. Carlton Award for Valor.

Purpose:	Identify and recognize an outstanding airlift or tanker aircrew member for valor.
Eligibility:	AMC, AFSOC, ACC, AETC, PACAF, USAFE, ANG, and AFRC airlift and tanker aircrew members.
Type of Award:	Plaque.
Presentation:	Presented at the Airlift and Tanker Association Annual Convention.
Higher Hqs Directive:	None.
Who May Nominate:	MAJCOMs, AMC NAFs, ANG, and AFRC may submit one nomination.
HQ AMC/DOE Suspense:	1 May

<p>Criteria. Base nominations and selection on demonstrated courage, strength, determination, bravery, and fearlessness during combat, contingency or humanitarian mission for the calendar year for which being nominated.</p>	<p>NOMINATION PACKAGE. Write all nominations based on achievements that occurred during calendar year for which being nominated.</p> <p>Nomination Letter. MAJCOMs, AMC NAF, ANG, and AFRC submit a nomination letter specifically nominating their personnel for award.</p> <p>Narrative. Submit single-page narrative write-up on 8-½ X 11-inch plain bond paper with 1-inch margins.</p> <p>Biography. Include a biographical sketch on 8-½ X 11-inch plain bond paper, to include the following headings (all caps): (1) Title "General P. K. Carlton Award for Valor" and "Biographical Sketch" centered at top of page; (2) Name; (3) Grade; (4) Date of Rank; (5) SSN; (6) Duty Title; (7) Duty Location; (8) Education; (9) Background Information; (10) Community Involvement and; (11) Prior Awards and Achievements. See AFI 36-2805, Attachment 2, for example.</p> <p>Photograph. Submit one 8 X 10-inch color photograph (head-and-shoulder) of nominee in service dress without headgear.</p>
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3.3.5. National Aviation Club (NAC) Awards.

Table 3.10. Katherine and Marjorie Stinson Award for Achievement.

Purpose:	Recognize a living woman for an outstanding and enduring contribution, meritorious flight, or singular technical development in aviation, aeronautics, space or related sciences.
Eligibility:	See AFI 36-2807, Chapter 18.
Type of Award:	Determined by National Aviation Club.
Presentation:	Determined by National Aviation Club.
Higher Hqs Directive:	Not governed by Air Force directives.
Who May Nominate:	AMC Wings/Groups may submit one nomination with Wing/Group Commander endorsement letter.
HQ AMC/DOE Suspense:	30 May
<p>Criteria. This award recognizes a living woman for an outstanding and enduring contribution, a meritorious flight, or a singular technical development in the field of aviation, aerospace, or aeronautics, space or related sciences. Agencies are limited to one nomination.</p>	<p>NOMINATION PACKAGE:</p> <p>Nomination Letter. Wing/Group CC submits nomination letter specifically nominating individual for award.</p> <p>Nomination. Submit narrative format on AF Form 1206 containing a summary of the nominee's act, service, or accomplishment. Nomination will not exceed three pages.</p> <p>Citation. Prepare, in 30 words or less, a citation that captures the essence of the achievement for which the nominee has been submitted. See AFI 36-2805, Attachment 3.</p>

3.3.6. National Aeronautics Association (NAA) Awards.

Table 3.11. Frank G. Brewer Trophy.

Purpose:	Awarded for significant contributions of enduring value to aerospace education in the United States.
Eligibility:	See AFI 36-2807, Chapter 18.
Type of Award:	Trophy
Presentation:	Determined by NAA.
Higher Hqs Directive:	Not governed by Air Force directives.
Who May Nominate:	NAF, DRU, (or equivalent) may submit one nomination each.
HQ AMC/DOE Suspense:	30 November
Criteria. Awarded to an individual, a group of individuals, or an organization. Give complete, but concise details to justify the award, with pertinent background information, and any other relevant information that would assist in selection.	<p>NOMINATION PACKAGE. Write all nominations based on achievements that occurred during calendar year for which being nominated.</p> <p>Nomination Letter. Required.</p> <p>Cover Sheet. Use the following headings for cover sheet:</p> <p>NOMINEE: Identify the nominee or organization, full address, telephone/fax numbers and e-mail address, if available.</p> <p>SUBMITTED BY: Include name, address, and phone number of the individual preparing the nomination.</p> <p>SUMMARY: State concisely the specific achievement for which the nominee or organization is being cited.</p> <p>Narrative. Prepare on 8-1/2 X 11-inch paper with a 1-inch left margin. A maximum of three pages will be accepted. Include nomination on a 3.5-inch computer disk.</p> <p>Citation. Prepare, in 30 words or less, a citation that captures the essence of the achievement for which the nominee or organization has been submitted. See AFI 36-2805, Attachment 3.</p>

Table 3.12. Collier Trophy.

Purpose:	Awarded for greatest achievement in aeronautics or astronautics in America to improve performance, efficiency, or safety of air or space vehicles.
Eligibility:	See AFI 36-2807, Chapter 18.
Type of Award:	Trophy.
Presentation:	Determined by NAA.
Higher Hqs Directive:	Not governed by Air Force directives.
Who May Nominate:	NAF, DRU, (or equivalent) may submit one nomination each.
HQ AMC/DOE Suspense:	30 November

<p>Criteria. Awarded to an individual, a group of individuals, or an organization. Give complete, but concise details to justify the award, with pertinent background information, and any other relevant information that would assist in selection. Do not submit posthumous nominations.</p>	<p>NOMINATION PACKAGE. Write all nominations based on achievements that occurred during calendar year for which being nominated.</p> <p>Nomination Letter. Required.</p> <p>Cover Sheet. Use the following headings for cover sheet:</p> <p>NOMINEE: Identify the nominee, full address, and telephone/fax numbers and e-mail address, if available.</p> <p>SUBMITTED BY: Include name, address, and phone number of the individual preparing the nomination.</p> <p>SUMMARY: State concisely the specific achievement for which the nominee is being cited.</p> <p>Narrative. Prepare on 8-½ X 11-inch paper with a 1-inch left margin. A maximum of three typewritten pages will be accepted. Include nomination on a 3.5-inch computer disk.</p> <p>Citation. Prepare, in 30 words or less, a citation that captures the essence of the achievement for which the nominee has been submitted. See AFI 36-2805, Attachment 3.</p>
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3.3.7. Field of Aeronautics and Astronautics (FOAA) Awards.

Table 3.13. Aviator Valor Award.

Purpose:	This award is presented to a rated Air Force officer for a “conspicuous act of valor or courage performed during aerial flight during either combat or noncombat.”
Eligibility:	See AFI 36-2807, Chapter 7.
Type of Award:	Determined by NAA.
Presentation:	Determined by NAA.
Higher Hqs Directive:	AFI 36-2807.
Who May Nominate:	NAF, DRU, (or equivalent) may submit one nomination each.
HQ AMC/DOES Suspense:	31 December
<p>NOMINATION PACKAGE. All nominations will be written based upon acts that occurred during the calendar year for which being nominated. Posthumous awards are not permitted.</p> <p>NOMINATION LETTER: Required.</p> <p>NOMINATION: Submit nomination on AF Form 1206. Limit write-up to two single-sided, single-spaced pages. Nomination will be written in bullet or point paper format, not running narrative. Do not include classified information in the nomination package.</p> <p>BIOGRAPHY: Limit to one single-spaced page. If submitting a joint nomination, prepare a biography for each individual. Use the format in AFI 36-2805, attachment 2.</p> <p>CITATION: Use the format in AFI 36-2805, Attachment 3. If submitting a joint nomination, prepare a separate citation for each individual.</p>	

Table 3.14. Cheney Award.

Purpose:	This award is presented for an “act of valor, extreme fortitude, or self-sacrifice in a humanitarian interest, performed in connection with aircraft, but not necessarily of a military nature by an Air Force officer or enlisted member.”
Eligibility:	See AFI 36-2807, Chapter 7.
Type of Award:	Determined by NAA.
Presentation:	Determined by NAA.
Higher Hqs Directive:	AFI 36-2807.
Who May Nominate:	NAF, DRU, (or equivalent) may submit one nomination each.
HQ AMC/DOE Suspense:	31 December
<p>NOMINATION PACKAGE. All nominations will be written based upon acts that occurred during the calendar year for which being nominated. Posthumous awards <u>are</u> permitted. Limit joint nominations to two individuals.</p> <p>NOMINATION LETTER: Same as Table 3.13.</p> <p>NOMINATION: Same as Table 3.13.</p> <p>BIOGRAPHY: Same as Table 3.13.</p> <p>CITATION: Same as Table 3.13.</p>	

Table 3.15. Mackay Trophy.

Purpose:	This award is presented for “the most meritorious flight of the year” performed by an Air Force military member or an aircrew. First consideration is given to an individual member. This award may also be given for “gallantry, intrepidity, unusual initiative, resourcefulness, and achievement of outstanding results with unusual presence of mind under combat or noncombat conditions.”
Eligibility:	See AFI 36-2807, Chapter 7.
Type of Award:	Determined by NAA.
Presentation:	Determined by NAA.
Higher Hqs Directive:	AFI 36-2807.
Who May Nominate:	NAF, DRU, (or equivalent) may submit one nomination each.
HQ AMC/DOE Suspense:	31 December
<p>NOMINATION PACKAGE. All nominations will be written based upon acts that occurred during the calendar year for which being nominated.</p> <p>NOMINATION LETTER: Same as Table 3.13.</p> <p>NOMINATION: Same as Table 3.13.</p> <p>BIOGRAPHY: Same as Table 3.13.</p> <p>CITATION: Same as Table 3.13.</p>	

Table 3.16. General Thomas D. White USAF Space Trophy.

Purpose:	This award is presented for “the most outstanding contribution to the nation’s progress in aerospace” during the nomination calendar year.
Eligibility:	Active duty Air Force military member or Department of the Air Force civilian employee. Do not submit units, retired individuals, “joint”, or posthumous nominations (see AFI 36-2807, Chapter 7).
Type of Award:	Determined by NAA.
Presentation:	Determined by NAA.
Higher Hqs Directive:	AFI 36-2807.
Who May Nominate:	NAF, DRU, (or equivalent) may submit one nomination each.
HQ AMC/DOE Suspense:	31 December
NOMINATION PACKAGE. All nominations will be written based upon acts that occurred during the calendar year for which being nominated. NOMINATION LETTER: Same as Table 3.13 . NOMINATION: Same as Table 3.13 . BIOGRAPHY: Same as Table 3.13 . CITATION: Same as Table 3.13 .	

3.3.8. Other Awards.**Table 3.17. Daedalian Exceptional Pilot Award.**

Purpose:	The objective of this award is to inspire excellence of duty performance by career military pilots who place nation above self.
Eligibility:	See AFI 36-2807, Chapter 17.
Type of Award:	Bronze statuette of Daedalus mounted on a 4-inch wooden pedestal with an engraved plate, and a certificate.
Presentation:	As determined by the Order of Daedalian.
Higher Hqs Directive:	AFI 36-2807.
Who May Nominate:	NAF, DRU, (or equivalent) may submit one nomination each.
HQ AMC/DOE Suspense:	31 December

<p>Criteria. Nominations should focus on, but are not limited to, the working level pilot (O-2/O-4). The award will always be given to a pilot, however, other aircrew members, key to specific performance, act or accomplishment being recognized, may be included in the nomination, as appropriate. The nomination will encompass one or more of the following criteria:</p> <ul style="list-style-type: none">Exceptional deeds performed to assure mission success;Acts of valor as an aviator;Extraordinary display of courage or leadership in the air in support of air operations;Flying safety factors.	<p>NOMINATION PACKAGE:</p> <p>Narrative. Prepare on AF Form 1206. Prepare write-up in bullet format, not to exceed two single-spaced pages.</p> <p>Biography. Include a biography, limited to one, single-spaced typewritten page. If additional crewmembers are included in the nomination, include a biography on each aircrew member. See AFI 36-2805, Attachment 2, for example.</p> <p>Citation. Prepare a proposed citation in landscape format. Left and right margins must be 1-½ inches. Limit the citation to approximately 50 key words that properly describe the nominee's accomplishments or achievements. See AFI 36-2805, Attachment 3.</p>
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Chapter 4

WEATHER AWARDS

4.1. Purpose. These annual weather awards recognize outstanding performance by an individual or unit. AMC award recipients will be sent for higher headquarters consideration. Recognition is for the period of 1 January through 31 December.

4.2. General Guidance.

4.2.1. Date Due--Nomination packages (paper and electronic copies) due to HQ AMC/DOES by 1 February following the nomination calendar year.

4.2.2. Functional Area--DOW.

4.2.3. Related Higher Headquarters Publication--AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff Plans and Operations Annual Awards Program*, Chapter 14.

4.2.4. Eligibility--All AMC weather personnel (military and civilian) and units eligible for nomination, based on award criteria.

4.2.5. Award Type--Plaques, LOCs for all.

4.2.6. Who May Nominate: AMC wings, the Tanker Airlift Control Center (TACC), and AMC weather division chiefs may submit only one nomination per category, per award.

4.2.7. Board Composition. HQ AMC/DOE convenes a board of appropriate members (from functional areas) to review and select for the AMC Commander or vice approval.

4.2.8. Nomination Package. Use one AF Form 1206 for each award. Submit single-page nominations in bullet format. Do not include classified information. Describe the nominee's performance and achievements and the significance to the military mission. Emphasize results and impacts; do not just give facts or statistics. Nominations may include "whole person" comments on civic, community, religious, or athletic activities only when comments directly relate to the performance of the unit's mission. Supply an unclassified citation with all nomination packages. (See AFI 36-2805, Attachment 3, for format.)

4.2.9. Award Presentation. The Director of Operations presents as many awards as possible. All remaining awards will be presented through command channels.

4.3. Specific Guidance.

Table 4.1. Weather Awards.

Award Name	Specific Purpose	Eligibility	USAF/XO Equivalent Award
Outstanding Weather Operations Support of the Year Civilian Company Grade Officer Senior NCO NCO Airman	Recognizes individual excellence, leadership, and duty performance by a member providing operational weather support at the unit level.	All AMC operational weather support personnel.	Civilian – <i>Outstanding Weather Civilian</i> ; CGO – <i>Outstanding Weather Company Grade Officer</i> ; SNCO – <i>Outstanding Weather Senior Noncommissioned Officer</i> ; NCO – <i>Pierce Award</i> ; Airman – <i>Dodson Award</i>
Outstanding Staff Weather Support of the Year Civilian Officer NCO	Recognizes individual excellence by a member providing staff weather support at the squadron level or above.	Only HQ AMC and 15 OWS.	Best Award.
Outstanding Meteorological Achievement Award	Recognizes excellence by an individual or team making the most significant technical contribution to the Air Force's weather or space environmental support mission.	A team may consist of two or three individuals.	Merewether Award.
Outstanding Climatologist Award	Recognizes excellence by an individual or team demonstrating the best application of climatology.	A team may consist of two or three individuals.	Zimmerman Award.
Outstanding Weather Individual Mobilization Augmentee of the Year <i>See Note 1</i>	Recognizes IMA for excellence to AFW or Air Force Reserve Forces, displays self-improvement through off-duty programs, and displays leadership in the military and/or civilian community.	IMA	Spengler Award.

Outstanding Weather Station of the Year	Recognizes the most outstanding AMC weather flight performing aerospace weather operations.	AMC wing-level weather flights.	Williams Award.
Operational Weather Squadron. <i>See Note 2</i>	Recognizes OWS providing most outstanding aerospace weather support, operations, and training.	15 OWS.	Operational Weather Squadron Award.

NOTES:

1. Nomination packages should cover the IMA's contribution to the unit mission, off-duty self-improvement efforts, and leadership abilities (both on- and off-duty).
2. Since the 15th Operational Weather Squadron (15 OWS) is the only AMC organization in this category, there is no command-level award. However, 15 OWS may submit a package for possible submission for the equivalent higher headquarters award.

Chapter 5

RODEO PARTICIPATION AWARDS

5.1. Purpose . Awards identify and recognize individuals and teams for achievement during RODEO competition.

5.2. General Guidance .

5.2.1. Date Due--Award recipients chosen at RODEO based on individual criteria.

5.2.2. Functional Area--DOV.

5.2.3. Related Higher Headquarters Publication--Not applicable.

5.2.4. Board Composition--Not applicable.

5.2.5. Nomination Package--Not applicable.

5.2.6. Eligibility--All RODEO participants.

5.2.7. Who May Nominate. Base nomination on RODEO participation.

5.2.8. Award Presentation. RODEO team commanders receive these awards on behalf of their team, normally at closing ceremonies.

5.2.9. Type Award. AMC selects the type of award to be presented (normally, a patch with the RODEO emblem). Each participant receives a personal award.

5.3. Specific Guidance.

5.3.1. RODEO Participation Awards.

Table 5.1. Air Refueling Awards.

Award Name	Specific Purpose	Eligibility
Gen Bruce K. Holloway Trophy	Identify and recognize best KC-135 aircrew at RODEO competition.	Any KC-135 aircrew that participates in aircrew portions of RODEO competition.
Criteria. Awarded to KC-135 aircrew that earns highest point total in KC-135 aircrew events.		
Gen Richard H. Ellis Trophy	Identify and recognize best KC-10 wing (or equivalent) at the RODEO competition.	Any KC-10 wing (or equivalent) at RODEO competition.
Criteria. Awarded to KC-10 wing (or equivalent) that earns highest point total in all common events for KC-10 units.		
Maj Gen Harold E. Collins Trophy	Identify and recognize the best tanker wing at RODEO competition.	Any KC-135 or KC-10 wing that, as a minimum, participates in aircrew, maintenance, and security police portions of RODEO competition.
Criteria. Awarded to tanker wing that earns highest point total in all common events for tanker aircraft.		

Brig Gen Donald W. Saunders Trophy	Identify and recognize the best KC-135 wing (or equivalent) at the RODEO competition.	Any KC-135 wing (or equivalent) that, as a minimum, participates in aircrew, maintenance, and security police portions of RODEO competition.
Criteria. Awarded to KC-135 wing (or equivalent) that earns highest point total in all common events for KC-135 units.		

Table 5.2. Airlift Awards.

Award Name	Specific Purpose	Eligibility
Gen Lawrence S. Kuter Trophy	Identify and recognize best airland wing at RODEO competition.	Any C-5 or non-airdrop C-141 wing (or equivalent) that, as a minimum, participates in aircrew, maintenance, security police, engine running off-load, and aerial port combat endurance course portions of RODEO competition.
Criteria. Awarded to airland wing (or equivalent) that earns highest point total in all common events for C-5 or non-airdrop C-141 aircraft.		
Gen Jack J. Catton Trophy	Identify and recognize best C-5 wing at RODEO competition.	Any C-5 wing (or equivalent) that, as a minimum, participates in aircrew, maintenance, security police, engine running on- or off-load, and aerial port combat endurance course portions of RODEO competition.
Criteria. Awarded to the C-5 wing (or equivalent) that earns highest point total in all common events for C-5 units.		
Gen Howell M. Estes, Jr. Trophy	Identify and recognize best C-141 wing at the RODEO competition.	Any C-141 wing (or equivalent) that, as a minimum, participates in aircrew (including airdrop events), maintenance, security police, engine running on- or off-load, and aerial port combat endurance course portions of RODEO competition.
Criteria. Awarded to C-141 wing (or equivalent) that earns highest point total in all common events (including airdrop) for C-141 units.		
Gen Joe W. Kelly Trophy	Identify and recognize best C-130 (or equivalent) wing (or equivalent) at RODEO competition.	Any C-130 (or equivalent) wing (or equivalent) that, as a minimum, participates in aircrew, maintenance, security police, engine running on- or off-load, and aerial port combat endurance course portions of RODEO competition.

Criteria. Awarded to C-130 (or equivalent) wing (or equivalent) that earns highest point total in all common events for C-130 units.		
Gen Duane H. Cassidy Trophy	Identify and recognize best C-17 wing at the RODEO competition.	Any C-17 wing that, as a minimum participates in aircrew, ERO, aerial port, and security force portions of RODEO competition.
Criteria. Awarded to C-17 wing that earns highest point total in C-17 wing events.		
Lt Gen Harold L. George Trophy	Identify and recognize the best airdrop wing at RODEO competition.	Any airdrop wing (or equivalent) that, as a minimum, participates in aircrew (including airdrop events), maintenance, security police, engine running off-load, and aerial port combat endurance course portions of RODEO competition.
Criteria. Awarded to airdrop wing (or equivalent) that earns highest point total in all common events for airdrop aircraft.		
Lt Col Joe Jackson Trophy	Identify and recognize best C-130 (or equivalent) aircrew at the RODEO competition.	Any C-130 aircrew that participates in aircrew portions of RODEO competition.
Criteria. Awarded to C-130 aircrew that earns highest point total in C-130 aircrew events.		

Table 5.3. International Team Awards.

Award Name	Specific Purpose	Eligibility
Air Commodore David F.L. Edwards Trophy	Identify and recognize the best international team at RODEO competition.	Any international team that, as a minimum, participates in aircrew, maintenance, and aerial port portions of RODEO competition.
Criteria. Awarded to international unit that earns highest point total in aircrew, maintenance, and aerial port events during RODEO competition.		

Table 5.4. Other Awards.

Award Name	Specific Purpose	Eligibility
Gen John C. Meyer Trophy	Identify and recognize best air refueling team (tanker or receiver) at RODEO competition.	Any tanker and receiver team participating in air refueling portion of RODEO competition.
Criteria. Awarded to air refueling team that earns highest point total during air refueling competition.		

Gen William G. Moore, Jr. Trophy	Identify and recognize the wing with the most outstanding performance throughout RODEO competition	Any wing (or wing equivalent) that, as a minimum, participates in both aircrew and maintenance portions of RODEO competition.
Criteria. base the winning team on a formula listed in the RODEO operations order.		

Chapter 6

TRANSPORTATION AWARDS

6.1. Purpose. These annual transportation awards recognize individuals and units that have excelled in performance and have contributed to the success of the AMC, Air Force, and DOD (National Defense Transportation Association [NDTA] and Military Traffic Management Command [MTMC]) transportation mission. Recipients of individual and unit award categories identified with an "*" will be submitted to HQ USAF/ILT for Air Force-level competition. Awards being submitted for Air Force competition must follow AFI 36-2818 format. Recognition is for the period of 1 January through 31 December for all award categories.

6.2. General Guidance.

6.2.1. Date Due: All nomination packages are due to HQ AMC/DOZ by 15 January.

6.2.2. Functional Area: HQ AMC/DOZ.

6.2.3. Related Higher Headquarters Publication: AFI 36-2818, *The USAF Logistics Awards Program*.

6.2.4. Award Type: Trophy for unit awards; Plaque for individual awards; Letter of Congratulations for all from AMC/CC or CV. The AMC Terminal Unit of the Year also receives a traveling trophy. The unit winning the traveling trophy is responsible for paying for plates and engraving. They are also responsible for returning the trophy to HQ AMC/DOZ for presentation to the next winner.

6.2.5. Award Presentation: Normally presented at AMC's Air and Ground Transportation Conference.

6.2.6. Board Composition: HQ AMC/DOZ convenes a board of appropriate members (from functional divisions) to review and select nominee for AMC Commander or Vice Commander approval.

6.3. Individual Awards Nomination Procedures. Use AF Form 1206, front side only. Send each award nomination using electronic means where possible or mail to arrive by due date. The percentages listed with the headings indicate the weighted value of each category during the award evaluation process. Headings will consist of topics below and will be capitalized and bolded using 10-point Times New Roman:

6.3.1. Outstanding Performance. (45%) Actions, initiatives, and results that clearly demonstrate the individual's outstanding duty performance. Consider job performance, acceptance of responsibility, process improvements, unusual job assignments, job effectiveness, job knowledge and support to deploying or deployed operations, etc., in this section.

6.3.2. Significant Accomplishments. (45%) Significant individual achievements relative to rank and position. Consider awards and recognition, significant individual accomplishments, leadership successes, unique job achievements, processed or implemented suggestions and innovative problem solving, etc., in this section.

6.3.3. Self-improvement Efforts. (10%) Professional and personal growth efforts. Consider community support, professional military education, community or humanitarian projects, and academic education, etc., in this section.

6.3.4. Nominee must hold AFSC 21TX/21LX for officers and 2TXXX for enlisted personnel. Nominees must also hold the grade of the category in which they are competing for at least 6 months. Submit nominations through appropriate NAF or HQ AMC staff agency to arrive HQ AMC/DOZ by the due date. Individual award winners may not be nominated for the same award the following year.

6.3.5. AMC headquarters military and civilian personnel involved in transportation functions may compete in the categories listed below. To compete, AMC headquarters personnel must have been selected for a quarterly operations or logistics award or quality recognition award during the year. Follow nomination procedures in paragraph 6.3. The board considers these nominations along with those sent from the NAFs.

6.3.5.1. AMC Colonel Cynthia L. Benulis Transportation Field Grade Officer of the Year.

6.3.5.2. AMC Transportation Company Grade Officer of the Year.

6.3.5.3. AMC Transportation Senior Noncommissioned Officer of the Year.

6.3.5.4. AMC Transportation Noncommissioned Officer of the Year.

6.3.5.5. AMC Transportation Airman of the Year.

6.3.5.6. AMC George F. Ruestow Transportation Senior Civilian Employee of the Year (GS-11 to GS-15 or equivalent).

6.3.5.7. AMC Transportation Civilian Employee of the Year (GS-1 to GS-10 or equivalent).

6.3.5.8. AMC Nominee for the MTMC Award for Excellence in Traffic Management.

6.3.5.9. AMC Nominee for the NDTA Outstanding Instructor of the Year Award.

6.3.5.10. AMC Reserve Coordinator of the Year (AMC award only--does not compete at Air Force level).

6.4. Unit Awards Nomination Procedures. Prepare each nomination using AF Form 1206. All nomination packages, except the NDTA Military Unit Award and the Terminal Unit Award are limited to the front side only. NDTA Military Unit and Terminal Unit awards may use the front and back of the AF Form 1206. Send each award nomination through electronic means where possible or mail to arrive by due date.

6.4.1. Award categories identified with an “*” must follow the guidance in AFI 36-2818. The remaining categories will follow the headings below. Headings will be capitalized and bolded using 10-point Times New Roman:

6.4.1.1. Unit Achievement.

6.4.1.2. Complexity of Mission.

6.4.1.3. Significance of Workload.

6.4.1.4. Community Activities.

6.4.2. Any AMC active duty unit or organization that operated any of the following functions is eligible to compete.

6.4.2.1. AMC Vehicle Maintenance Unit of the Year*.

6.4.2.2. AMC Vehicle Operations Unit of the Year*.

6.4.2.3. AMC Traffic Management Office of the Year*.

6.4.2.4. AMC Transportation Combat Readiness and Resources Unit of the Year*.

6.4.2.5. AMC Terminal Unit of the Year*.

6.4.2.6. AMC Special Transportation Activity of the Year*.

6.4.2.7. AMC Passenger Service Flight of the Year.

6.4.2.8. AMC Air Freight Flight of the Year.

6.4.2.9. AMC Fleet Service Flight of the Year.

6.4.2.10. AMC Air Terminal Operations Flight of the Year.

6.4.2.11. AMC Aerial Port Mobility Flight of the Year.

6.4.3. Submit nominations through appropriate NAF or HQ AMC staff agency using electronic means where possible or mail to arrive by required due date. AMC-level unit award winners may compete the following year, except those units that won at Air Force or NDTA level.

6.5. AMC Navy-Operated AMC Aerial Port of the Year. Any Navy-operated AMC aerial port is eligible to compete in one of two award categories: large and small terminals. Prepare nomination package according to paragraph 6.4. and send to arrive at HQ AMC/LNN by 10 January each year. HQ AMC/LNN reviews packages and submits the top two in each category to HQ AMC/DOZ.

6.5.1. Large - Norfolk, Rota, Naples, Sigonella.

6.5.2. Small - All others.

6.6. AMC Nominee for the NDTA Military Unit Award. AMC active duty units are encouraged to prepare and submit nomination packages that recognize the unit's accomplishments in support of AMC's GLOBAL REACH mission. Use AF Form 1206 for award submission; prepare according to paragraph 6.4. and AFI 36-2818.

6.7. AMC Aerial Port Total Force Awards. Any AMC-gained ANG/AFRC or AMC active duty aerial port unit is eligible to compete in one of the following two categories. Unit selections will be for performance during annual or other significant tours of duty. Prepare nominations according to instructions under each award category and submit them through the appropriate active duty NAF (i.e., 15th or 21st AF).

6.7.1. AMC Total Force Active Duty Aerial Port Unit of the Year. Active duty units must be nominated by an ANG/AFRC unit. Nominations consist of three sections:

6.7.1.1. Section I - Nominated unit and station.

6.7.1.2. Section II - Dates nominating unit hosted or supported the nominated unit.

6.7.1.3. Section III - Should consist of:

6.7.1.3.1. Type of training by work center.

6.7.1.3.2. Support provided by the active duty unit.

6.7.1.3.3. Amount of hands on training provided by the active duty unit.

6.7.1.3.4. Attitude of personnel who provided training.

6.7.1.3.5. Additional support provided by active unit not required by publications.

6.7.2. AMC Total Force ANG/AFRC Aerial Port Unit of the Year. An ANG/AFRC unit must be nominated by an active duty unit. Nomination consist of four sections:

6.7.2.1. Section I - Nominated unit and station.

6.7.2.2. Section II - Dates nominated unit was on station.

6.7.2.3. Section III - Total number of ANG/AFRC personnel present during annual tour of duty.

6.7.2.4. Section IV - Bullet statements consisting of:

6.7.2.4.1. Special operations, exercises, and projects in which unit participated.

6.7.2.4.2. Adaptability of ANG/AFRC personnel to accomplish unusual or difficult assignments.

6.7.2.4.3. Outstanding areas of performance and accomplishments.

6.7.2.4.4. Other factors contributed by ANG/AFRC unit to overall successful mission accomplishment.

6.8. AMC ANG/AFRC Aerial Port Unit of the Year. Any AMC-gained ANG/AFRC aerial port unit is eligible to compete. Personnel must have maintained rating of C-2 or higher for the award period and C-1 for the last 6 months (AFI 10-201). Training must have maintained a rating of C-1 for the award year (AFI 10-201). Flights that convert to squadron during award year compete as "*flight*" using flight C-rating criteria. Prepare nominations on AF Form 1206 according to instructions under each section and submit through appropriate active duty NAF (i.e., 15th or 21st AF). Nomination package consists of six sections:

6.8.1. Section I - Description of mission accomplishments (do not include classified material).

6.8.2. Section II - Document current inspections, such as Operational Readiness Inspections, etc.

6.8.3. Section III - Unit military awards and commendations.

6.8.4. Section IV - Support of the total force program during the competition year.

6.8.5. Section V - Other significant accomplishments that further substantiate the unit's superior performance.

6.8.6. Section VI - Awards and commendations of individual unit members while in support of the unit mission.

6.9. Joint Operations and Logistics Board. At AMC bases, the wing/CC convenes a joint operations (DO) and logistics (LG) (where applicable) board to select one nominee for each award category and submits selected nominations to the appropriate NAF senior transportation representative. **Air Mobility Squadrons submit their award packages directly to the applicable NAF senior transportation representative. Each NAF convenes a joint DO and LG board (where appropriate) to select one nominee for each award category for submission to HQ AMC/DOZ. At HQ AMC a joint DO and LG board convenes to nominate AMC winners. The AMC/CC selects winners.**

Chapter 7

AIRCREW LIFE SUPPORT/ SURVIVAL, EVASION, RESISTANCE, AND ESCAPE (SERE) AWARDS

7.1. Purpose. These awards are established to recognize exceptional accomplishments of AMC aircrew life support personnel, survival training instructors, and teams. These awards are for those professionals whose superior performance added value to the career field and aircrew life support team efforts. AMC individual award recipients are sent for Air Force-level consideration. Recognition is for the period of 1 January through 31 December.

7.2. General Guidance.

7.2.1. Date Due--Nomination packages due to HQ AMC/DOES by 1 February.

7.2.2. Functional Area--DOTL.

7.2.3. Related Higher Headquarters Publication--AFI 36-2807.

7.2.4. Award Type--Plaque and LOC.

7.2.5. Eligibility--See [Table 7.1.](#) and [Table 7.2.](#)

7.2.6. Who May Nominate. Each AMC wing or group may nominate one airman, one NCO, one senior NCO, and one life support officer (LSO) for the aircrew life support and survival instructor categories with the following exception; there is no officer category for the Survival, Evasion, Resistance, and Escape (SERE) Training Instructor Award. In addition, each wing or group may nominate one team award. For the team award, the nomination addresses the wing or group aircrew life support program.

7.2.7. Board Composition. HQ AMC/DOE convenes a board of appropriate members (from functional area) to review and select nominee for AMC Commander or Vice Commander approval.

7.2.8. Nomination Package Preparation.

7.2.8.1. Personnel Nomination Package. Package must consist of a nomination letter with the attachments indicated below, and a cover letter of transmittal from the operations group commander or equivalent.

7.2.8.1.1. Attachment 1. A single-page write-up on AF Form 1206, bullet format. Write-up should emphasize nominee's contributions to his or her unit's mission accomplishment and team accomplishments. The categories and point system for individual aircrew life support and SERE Training Instructor Awards are as follows:

7.2.8.1.1.1. Individual Aircrew Life Support Award categories.

7.2.8.1.1.1.1. Leadership and Job Performance in Primary Duty (the member's leadership and job performance must contribute significantly to mission effectiveness and success). Given a maximum of 15 points.

7.2.8.1.1.1.2. Leadership Qualities (the member must contribute to the military and civilian community's welfare and morale. The member must also demonstrate ability as an articulate and positive representative of the air force. PME awards outside the air-

crew life support career field are appropriate for this category). Given a maximum of 10 points.

7.2.8.1.1.1.3. Significant Self-Improvement (the member must show improvement through off-duty education, achievements in professional or cultural societies or associations, etc.). Given a maximum of 5 points.

7.2.8.1.1.2. Individual SERE Training Instructor Award categories.

7.2.8.1.1.2.1. Primary Duties and Significant Accomplishments in the Functional Area. Given a maximum of 15 points.

7.2.8.1.1.2.2. Other Contributions to the Unit Mission. Given a maximum of 10 points.

7.2.8.1.1.2.3. Self-Improvement Efforts. Given a maximum of 5 points.

7.2.8.1.2. Attachment 2. (Aircrew Life Support Awards)--Submit a double-spaced proposed citation typed in 12-point (computer) with 1-1/2 inch margins, not to exceed 15 lines. See AFI 36-2805, Attachment 3, as a guide.

7.2.8.1.2.1. Attachment 2. (SERE Training Instructor Awards)--Submit a one page listing of biographical data to include noteworthy awards or recognition.

7.2.8.1.3. Attachment 3. (SERE Training Instructor Awards only)-- Submit a double-spaced proposed citation typed in 10-point (computer) with 1-1/2 inch margins, not to exceed 15 lines. See AFI 36-2805, Attachment 3, as a guide.

7.2.8.2. Team Award Nomination Package. Package must consist of a cover letter from the operations group commander, or equivalent, with 3 attachments:

7.2.8.2.1. Attachment 1. Submit an AF Form 1206 written in bullet format. On the front side of the form, the write-up should emphasize the team's contributions to their unit's aircrew life support mission and, as a minimum, address the following:

7.2.8.2.1.1. Actions of lasting impact or value to the unit mission.

7.2.8.2.1.2. Management and implementation of key processes.

7.2.8.2.1.3. Support of AMC aircrew life support mission.

7.2.8.2.1.4. Team cohesiveness.

7.2.8.2.1.5. Aircrew life support team improvement efforts.

7.2.8.2.2. On the reverse side of the AF Form 1206, provide a chronological listing of all noteworthy awards and recognition.

7.2.8.2.3. Attachment 2. May submit photographs of the aircrew life support team or facilities. Photographs may consist of aircrew life support team members, self-help projects (before and after) and other aircrew life support activities. Photographs will be no larger than 5X7 inches with no more than 10 total pictures. Label each photo for easy identification.

7.2.8.2.4. Attachment 3. Submit a proposed double-spaced citation typed in 10- or 12-point (computer) with 1-1/2 inch margins. Limit citation to 15 lines. See AFI 36-2805, Attachment 3, for example.

7.2.9. Award Presentation. Present awards with an appropriate level of recognition at a time determined by HQ AMC/DO.

7.3. Specific Guidance.

Table 7.1. Annual AMC Aircrew Life Support Awards and Eligibility.

Outstanding AMC Aircrew Life Support of the Year <i>See Notes 1, 2.</i>	<p>*Officer. Nominee must be rated aircrew member (pilot or navigator), a graduate of Life Support Officer Course S-V8G-A, and awarded the "L" prefix in their primary flying AFSC, and be actively working in the career field at the time of nomination.</p> <p>*Senior NCO. Nominee must be in grades MSgt (on or before 1 Sep of year considered) or SMSgt and possess a primary AFSC of IT171 or higher and be actively working in the career field at the time of nomination. Additionally, nominee must have received an overall "5" on last Enlisted Performance Report (EPR).</p> <p>*NCO. Nominee must be in grades SSgt (on or before 1 Sep of year considered) or TSgt and possess a primary AFSC of IT151 or higher, and be actively working in the career field at the time of nomination. Additionally, nominee must have received an overall "5" on last EPR.</p> <p>*Airman. Must be in grades Amn through SrA and possess a primary AFSC of IT131 or higher, have at least one year in the Air Force, and be actively working in the career field at the time of nomination. Additionally, nominee must have received an overall "5" on last EPR (if applicable).</p>
Outstanding AMC Aircrew Life Support Team of the Year <i>See Note 3.</i>	<p>Small Team Award: All AMC active duty units consisting of two or less decentralized squadron aircrew life support functions.</p> <p>Large Team Award: All AMC active duty units consisting of a centralized aircrew life support function or three or more decentralized squadron aircrew life support functions.</p>

NOTES:

1. AMC selectees in categories marked with an asterisk (*) are forwarded to Air Staff for the Air Force competition.
2. Individual must have completed all appropriate levels of PME either in residence, or by correspondence, or be presently enrolled.
3. Team award nominations should focus on the entire wing aircrew life support program.

Table 7.2. Annual AMC Survival, Evasion, Resistance, & Escape (SERE) Training Instructor of the Year Awards and Eligibility.

<p>Outstanding AMC Survival, Evasion, Resistance, and Escape (SERE) Training Instructor of the Year</p> <p><i>See Notes 1, 2.</i></p>	<p>*Senior NCO. Nominee must be in grades MSgt (on or before 1 September of year considered) or SMSgt, possess a primary AFSC of 1T071 or higher, have 6 months in present assignment, and be actively working in the career field at time of nomination. Additionally, nominee must have received an overall “5” on last EPR.</p> <p>*NCO. Nominee must be in grades SSgt (on or before 1 September of year considered) or TSgt, possess a primary AFSC of 1T051 or higher, have at least 6 months in present assignment, and be actively working in the career field at the time of nomination. Additionally, nominee must have received an overall “5” on last EPR.</p> <p>*Airman. Nominee must be in grades Amn through SrA, possess a primary AFSC of 1T031 or higher, have at least 6 months in present assignment, have at least one year in the Air Force, and be actively working in the career field at time of nomination. Additionally, nominee must have received an overall “5” on last EPR (if applicable).</p>
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NOTES:

- 1: AMC selectees in categories marked with an asterisk (*) are forwarded to Air Staff for the Air Force competition.
- 2: Individual must have completed all appropriate levels of PME either in residence, or by correspondence, or be presently enrolled.

Chapter 8

COMMAND AND CONTROL AWARDS

8.1. Purpose. These awards identify and recognize individuals assigned to command and control functions. They promote competition among individuals to obtain excellence in overall performance, conduct, appearance, and contribution to mission accomplishment. Recognition is for the period of 1 January through 31 December. Winners in individual award categories (**Table 8.2.**) will be submitted as the AMC nominee(s) for the appropriate USAF-level award. See **Chapter 9** for Mobile Command and Control Awards.

8.2. General Guidance.

8.2.1. Date Due-- NAF nominations are due to HQ AMC/DOES by 31 January.

8.2.2. Functional Area--DOO.

8.2.3. Related Higher Headquarters Publications--AFI 10-207, Chapter 6, *Command Post Annual Awards Program*.

8.2.4. Eligibility--All AMC active duty units.

8.2.5. Award Type--Plaque and LOC.

8.2.6. Who May Nominate. AMC wings, Air Mobility Support Squadrons, and the Tanker Airlift Control Center (TACC) may submit only one nomination per category, per award.

8.2.7. Board Composition. HQ AMC/DOE convenes a board of appropriate members (from functional area) to review and select nominee for AMC/CC or CV approval.

8.2.8. Nomination Format. Use AF Form 1206, **Nomination for Award**, in Times New Roman, 12-point, for each nomination. Submissions are limited to the front and back of the AF Form 1206. Comments and information on the AF Form 1206 will be in bullet format per criteria/categories listed in paragraph **8.3.** A cover letter of endorsement from the wing commander for command posts, the Air Mobility Support Squadron Commander for Air Mobility Control Centers (AMCC), or the TACC Commander for TACC nominees, will accompany the nomination.

8.2.8.1. Submit a proposed double-spaced citation typed in Times New Roman, 12-point, using 1-1/2 inch margins. Limit the citation to no more than 13 lines. Refer to AFI 36-2805, attachment 3 for example.

8.2.8.2. Individual awards will include a biography. The biographical sketch will include grade, full name, duty title, organization, location, military education and civilian schools attended, current academic level, and military awards and decorations. Refer to AFI 36-2805, attachment 2 for example.

8.2.8.3. No other attachments or supplemental materials are authorized.

8.3. Award Criteria.

8.3.1. C2 Unit awards will include the following information:

8.3.1.1. Excellence in mission accomplishment and impact--i.e. IG results, TDY support/deployments, C2 systems expertise, SORTS reporting accuracy, major exercises/contingencies.

8.3.1.2. Controller performance--controller testing results--i.e. IG, SAV, Unit monthly testing, letters and laudatory comments from senior leadership or outside agencies.

8.3.1.3. Training recognition--benchmark processes demonstrating innovative or highly successful training procedures.

8.3.1.4. Additional noteworthy areas.

8.3.2. Individual C2 Awards must be formatted as follows to meet USAF C2 Award criteria:

8.3.2.1. Leadership and Job Performance in Primary Duty--Specific aspects of job performance, which have contributed significantly to increased mission effectiveness during the recognition period.

8.3.2.2. Leadership Qualities (Social, Cultural, and Religious Activities)--Contributions to the military/civilian community's welfare, morale, or status during the recognition period.

8.3.2.3. Significant Self-Improvement Efforts--On/off-duty education, achievements in professional or cultural societies or associations, and development of creative abilities during the recognition period. Also, note any previously completed civilian degree or PME (CCAF, college degree, NCO Academy, etc.) in the nominee's career.

8.3.2.4. Other Accomplishments--The nature and results of the individual's personal accomplishments or initiatives related to the work environment that set him/her apart from others of equal or higher grade.

8.3.2.5. Articulate and Positive Representative of the Air Force--Ability must have been demonstrated as an articulate and positive enlisted member of the Air Force during this nomination period.

8.3.3. Award Presentation. The AMC Vice Commander, if available, presents these awards at the annual AMC Command and Control Seminar. In the absence of the Vice Commander, the Director of Operations presents the awards.

8.4. Specific Guidance.

Table 8.1. Command and Control Awards and Eligibility (Unit Awards).

AMC Command Post of the Year (Active Duty)	Awarded to the AMC command post that has within the past year, made the most notable contribution to AMC command and control.
AMC AMCC of the Year	Awarded to the AMC AMCC that has within the past year, made the most notable contribution to en route command and control.

Table 8.2. Command and Control Awards and Eligibility (Individual Awards).

AMC Command Post/AMCC Senior Non-Commissioned Officer (SNCO) of the Year (Active Duty)	Must be in the grades of MSgt or SMSgt, possess primary AFSC of 1C371 or 1C391, have 6 months in present assignment, must be certified, and working in the position at time of nomination.
AMC Command Post/AMCC Non-Commissioned Officer (NCO) of the Year (Active Duty)	Must be in grades of SSgt or TSgt, possess primary AFSC of 1C351 or 1C371, have 6 months in present assignment, must be certified, and working in the position at time of nomination.
AMC Command Post/AMCC Airman of the Year (Active Duty)	Must be in the grades Amn through SrA, possess primary AFSC of 1C331 or 1C351, have 6 months in present assignment, must be certified, and be working in the position at time of nomination.
AMC Maintenance Senior Non-Commissioned Officer (SNCO) of the Year (Active Duty)	Must be in the grades of MSgt or SMSgt, possess primary aircraft maintenance AFSC, a 7- or 9-skill level, have 6 months in present assignment, must be certified, and working in the position at time of nomination.
AMC Maintenance Non-Commissioned Officer (NCO) of the Year (Active Duty)	Must be in grades of SSgt or TSgt, possess primary aircraft maintenance AFSC, a 5- or 7-skill level, have 6 months in present assignment, must be certified, and working in the position at time of nomination.
AMC Maintenance Airman of the Year (Active Duty)	Must be in the grades Amn through SrA, possess primary aircraft maintenance AFSC, a 3- or 5-skill level, have 6 months in present assignment, must be certified, and be working in the position at time of nomination.

Chapter 9

MOBILE COMMAND AND CONTROL AWARDS

9.1. Purpose. These awards identify and recognize individuals assigned to mobile command and control functions. They promote competition among individuals to obtain excellence in overall performance, conduct, appearance, and contribution to mission accomplishment. Recognition is for the period of 1 January through 31 December.

9.2. General Guidance.

9.2.1. Date Due--Nominations are due to HQ AMC/DOES by 1 March.

9.2.2. Functional Area--DOO.

9.2.3. Related Higher Headquarters Publications—Not applicable.

9.2.4. Eligibility--All AMC active duty units and all AMC-gained ANG and AFRC Air Mobility Control Units (AMCU).

9.2.5. Award Type--Plaque and LOC.

9.2.6. Who May Nominate. Air Mobility Operations Groups (AMOG), Airlift Groups (AG), AMC guard and reserve wings, Air Mobility Support Squadrons (AMSS).

9.2.7. Board Composition. HQ AMC/DOE convenes a board of appropriate members (from functional area) to review and select nominee for AMC/CC or CV approval.

9.2.8. Nomination Format. Use AF Form 1206, in Times New Roman, 12-point, for each nomination. Submissions are limited to the front and back of the AF Form 1206. A cover letter of endorsement from the group commander for Air Mobility Squadrons/Air Mobility Operations Squadrons, wing commanders for guard and reserve Airlift Control Flights (ALCF), the air mobility support squadron commander for Air Mobility Control Flights (AMCF) will accompany the nomination. Any other attachments or supplemental materials are not authorized. Comments and information on the AF Form 1206 will be in bullet format per criteria/categories listed below:

9.2.8.1. AMC Mobile C2 Unit of the Year:

9.2.8.1.1. Excellence in mission accomplishment and impact--IG results, TDY support/deployments, mission reliability rates, SORTS reporting accuracy, major exercises/contingencies.

9.2.8.1.2. Core personnel performance—Major contributions to overall mission success, letters and laudatory comments from group/squadron leadership/outside agencies.

9.2.8.1.3. Training--Recognition for processes that demonstrate innovative or highly successful training procedures.

9.2.8.1.4. Leadership Qualities (Social, Cultural, and Religious Activities)--Contributions to the military/civilian community's welfare, morale, or status during the recognition period.

9.2.8.1.5. Additional noteworthy areas--The nature and results of unit accomplishments/initiatives related to the work environment that set the unit apart from other AMCUs.

9.2.8.2. AMC Mobile C2 Performer of the Year:

9.2.8.2.1. Individual accomplishments.

9.2.8.2.2. Individual accomplishments related to global reach mission support.

9.2.8.2.3. Mission oriented or self-improvement.

9.2.8.2.4. Significant military or community involvement.

9.2.8.3. Award Presentation. AMC/DO will present at the Mobile Command and Control Seminar or the AMC NAF, wing/group, or their equivalents may present at appropriate time.

9.3. Specific Guidance.

Table 9.1. Mobile Command and Control Awards Eligibility.

AMC Mobile C2 Unit of the Year (AMOS, AMS, AMCF, ALCF, ALCS) (Active Duty, ANG and AFRC)	Awarded for excellence in mission accomplishment, core personnel performance, training, and additional noteworthy areas the units would like to present. AMC selects one active duty and ANG/AFRC winner.
AMC Mobile C2 Performer of the Year (Active Duty, ANG and AFRC) Officer and Enlisted	Base nominations on individual accomplishments, individual accomplishments related to Global Reach mission support, individual awards, mission oriented or self-improvement, and significant military or community involvement. AMC selects one active duty and ANG/AFRC winner.
AMC Liaison Officer of the Year (One AMCLO or TALO)	Base nominations on individual accomplishments, individual accomplishments related to supported unit assistance, individual awards, mission oriented or self-improvement, and significant military or community involvement. AMC selects only one winner from either category.

Chapter 10

AIR TRAFFIC CONTROL (ATC) AND AIRFIELD MANAGEMENT (AM) AWARDS

10.1. Purpose. Awards identify and recognize individuals assigned to ATC and airfield management functions. They promote competition among individuals to obtain excellence in overall performance, conduct, appearance, and contribution to mission accomplishment. Recognition is for the period of 1 January through 31 December. AMC submits award recipients for appropriate higher headquarter competition.

10.2. General Guidance.

10.2.1. Date Due--Nomination packages due to HQ AMC/DOA by 15 January.

10.2.2. Functional Area--DOA.

10.2.3. Related Higher Headquarters Publications--AFI 36-2807.

10.2.4. Eligibility--All AMC personnel possessing AFSC 1C0X1 for AM awards, 13M3/1C1X1 for ATC awards, and civilian personnel performing those AFSC duties. Nominees must have worked one-year in the career field and have 6-months in present assignment.

10.2.5. Award Type--Plaque and LOC.

10.2.6. Who May Nominate. AMC wings submit only one nomination per category, per award.

10.2.7. Board Composition. HQ AMC/DOA convenes a board of appropriate members (from functional area) to review and select nominee for approval by the AMC Commander or Vice Commander.

10.2.8. Nomination Package. The MAJCOM OPR for airfield operations services will send the original of each package in electronic form. All nomination packages will contain in order:

10.2.8.1. Transmittal Letter. Signed by the OSS commander (or equivalent) and MAJCOM OPR for Airfield Operations. Do not put any substantiating data in the transmittal letter as it will be detached from the package before it is scored.

10.2.8.2. Attachment 1--A cover page as shown in AFI 36-2807, Chapter 3, paragraph 3.3.3.2.

10.2.8.3. Attachment 2--This will be no more than one single-sided AF Form 1206. It must be bullet format, Times New Roman, 12-point. Do not use local acronyms and abbreviations. Limit information provided in substantiating data to achievement as outlined in AFI 36-2807, Chapter 3, paragraph 3.3.4.

10.2.9. Award Presentation. Appropriate AMC NAF, wing, or group commander may present at appropriate time.

10.3. Specific Guidance.

Table 10.1. ATC and Airfield Management Awards and Eligibility.

AMC ATC Facility of the Year	Given to an ATC facility at a particular unit that has, within the past year, made a notable contribution to the operations of an airfield.
AMC ATC Watch Supervisor of the Year	Given to a watch supervisor or senior controller who contributed services, ideas, developments, or accomplishments in ATC to an outstanding degree.
ATC of the Year	Given to a controller whose primary duty is operating control positions within a facility (not in a staff or supervisory position) and contributed services, ideas, developments, or accomplishments in ATC to an outstanding degree.
ATC Training Achievement	Given to an individual for exceptional contributions to ATC training; competition open to all controllers involved in training, not just the chief of training or chief of standardization.
Outstanding AMC Airfield Management Senior NCO, NCO, and Airman of the Year	Given to an airfield management specialist who contributed services, ideas, developments, or accomplishments in base operations and/or airfield management to an outstanding degree.
Outstanding AMC Airfield Management Journeyman/ Technician Civilian of the Year	Given to a civilian airfield management specialist for accomplishments as above.
Outstanding AMC Airfield Management Supervisor Civilian of the Year	Given to civilian airfield management supervisor for accomplishments as above.
Airfield Operations Flight Complex of the Year	Given for a combination of airfield management and ATC facilities when they interact in the achievement of notable contribution to any of the following: quality, safety, or procedural development of the airfield and ATC systems; outstanding handling of unusual traffic work load, emergency situations, deployments, or exercises; or sustained efficiency in airfield and ATC services as recognized by customers.
Airfield Management Facility of the Year	Given for notable contribution to the operations of an airfield within the past year.
Col Derrel L. Dempsey Air Traffic Control Officer of the Year	Given to an Airfield Ops officer (13MX) for outstanding contributions to enhance the quality, safety, or efficiency of the airfield and ATC systems.
Air Traffic Control Enlisted Manager of the Year	Given to an enlisted ATC manager for outstanding contributions of service, ideas, developments, or accomplishments in ATC.

Terminal Instrument Procedures (TERPS) Specialist of the Year	An award given to an individual whose primary duty is to manage base-level programs, for exceptional contributions to TERPS.
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Chapter 11

OPERATIONS RESOURCE MANAGEMENT AWARDS

11.1. Purpose. Awards identify and recognize individuals assigned to the operations resource management career field that demonstrate outstanding overall quality performance and personal growth. AMC sends award recipients forward for higher headquarters consideration. Recognition period is 1 January through 31 December.

11.2. General Guidance.

11.2.1. Date Due--Nomination packages due to HQ AMC/DOES by 15 February.

11.2.2. Functional Area--DOT.

11.2.3. Related Higher Headquarters Publication--AFI 36-2807.

11.2.4. Eligibility--See [Table 11.1](#).

11.2.5. Award Type--Plaque and LOC.

11.2.6. Who May Nominate. AMC direct reporting units, wings, groups, squadrons, and detachments.

11.2.7. Board Composition. HQ AMC/DOE convenes a board of appropriate members (from functional area) to review and select nominees for approval by the AMC Commander or Vice Commander.

11.2.8. Nomination Package. Submit nomination package with a nomination letter signed by wing commander with two attachments.

11.2.8.1. Attachment 1--AF Form 1206 written in bullet format; not to exceed one page. Write-up should emphasize the nominee's specific contributions to the 1C0X2 career field. Nominations must include the following areas citing examples that occurred during the calendar year for which being nominated:

11.2.8.1.1. Leadership and Job Performance in Primary Duty. The member's leadership and job development of new techniques must contribute significantly to increased mission effectiveness during the calendar year for which being nominated.

11.2.8.1.2. Leadership Qualities (social, cultural, and religious activities). The member must contribute tangibly or intangibly to the military or civilian community's welfare, morale, or status during the calendar year for which being nominated.

11.2.8.1.3. Significant Self-Improvement. The member must show this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the calendar year for which being nominated.

11.2.8.1.4. Other Accomplishments. The nature and results of the member's other accomplishments must set him or her apart from others of equal or higher grade.

11.2.8.1.5. Articulate and Positive Representative of the Air Force. Demonstrated ability as an articulate and positive member of the Air Force, during the calendar year for which being nominated.

11.2.8.2. Attachment 2--A single-spaced proposed citation typed in 10- or 12-point with 1-1/2 inch margins. Limit length of citation to a maximum of 15 lines. See AFI 36-2807, Chapter 9, para 9.3.3.3. for the proper heading and 36-2805, Attachment 3, for format.

11.2.9. Award Presentation. Appropriate AMC NAF, wing, or group commander may present at appropriate time.

11.3. Specific Guidance.

Table 11.1. Outstanding AMC Operations Resource Management Awards and Eligibility.

Senior Noncommissioned Officer of the Year	Must be in grades MSgt or SMSgt, possess primary AFSC of 1C0X2 (7- or 9-level), have one year experience in the career field and 6-months in present assignment.
Noncommissioned Officer of the Year	Must be in grades SSgt or TSgt, possess primary AFSC of 1C052 or above, have one year experience in the career field and 6-months in present assignment.
Airman of the Year	Must be in grades AB through SrA and possess a primary AFSC of 1C032 or 1C052, have at least one year in the Air Force, ANG, or AFRC, have 6-months in present assignment and be working there at time of nomination.
Civilian of the Year (Technician/Journeyman)	Nominee must be a civilian assigned to an authorized 1C0X2 position for a minimum of one year and must have at least 6-months in present assignment.
Civilian of the Year (Supervisory)	Nominee must be a civilian assigned to an authorized 1C0X2 supervisory position for a minimum of one year and must have at least 6-months in the present assignment.

Chapter 12

MOBILITY COMBAT TACTICS AWARD

12.1. Purpose. Award identifies and recognizes the most outstanding airlift officer and NCO tacticians and tanker officer and NCO tacticians in the field of combat tactics development at or below the wing level. It promotes competition among individuals striving to prepare the Mobility Air Force (MAF) for wartime taskings. Recognition is for the period 1 October through 30 September.

12.2. General Guidance.

12.2.1. Date Due--Nomination package due to HQ AMC/DOES by 1 Nov.

12.2.2. Functional Area--DOK.

12.2.3. Related Higher Headquarters Publications--Not applicable.

12.2.4. Award Type--Trophy/Plaque and Letter of Commendation.

12.2.5. Who May Nominate. AMC, AFRC, ANG, AETC, ACC, PACAF, and USAFE mobility wings may submit one nomination per category to their respective NAF (ANG/DO for ANG). Each NAF and DRU sends a maximum of two nominations per category to HQ AMC/DOES.

12.2.6. Board Composition. HQ AMC/DOE convenes a board of appropriate members (from functional areas) to review and select nominees for AMC/CC or CV approval.

12.2.7. Nomination Package. Submit nomination letter signed by wing commander to include two attachments.

12.2.7.1. Attachment 1--Nominations on AF Form 1206 in double-spaced narrative or bullet format, no longer than two pages. Describe why individual was nominated; and have supervisor sign the 1206 in the unit commander's block.

12.2.7.2. Attachment 2--Biographical sketch to include grade, full name, duty title, organization, and location. See AFI 36-2805, Attachment 2, for example.

12.2.8. Eligibility. Nominees must have been assigned combat tactics duties or worked in field of tactics within the last 6 months and for a period of at least one year. Nominees must also have made significant contributions to development, awareness, and education of combat tactics and in preparing the command for its wartime roles.

12.2.9. Award Presentation. The AMC Director of Operations, if available, presents these awards at the annual Tactics Symposium or home unit of assignment. In the director's absence, an appropriate commander will present the award.

12.3. Specific Guidance.

12.3.1. Award Categories.

12.3.1.1. Outstanding MAF Airlift Combat Tactician (Officer).

12.3.1.2. Outstanding MAF Airlift Combat Tactician (NCO).

12.3.1.3. Outstanding MAF Tanker Combat Tactician (Officer).

12.3.1.4. Outstanding MAF Tanker Combat Tactician (NCO).

Table 12.1. Outstanding MAF Airlift and Tanker Combat Tactician Officer and NCO of the Year Awards.

Requires contribution in one or more of the following:

1. Development of tactics techniques, procedures, and methods that contributed significantly to AMC's wartime preparedness.
2. Enhancements to existing tactics techniques, procedures, and methods.
3. Contributions toward tactics education and the promotion of tactics within the AMC community.
4. Contributions toward promotion of combat, wartime-oriented thinking and preparedness throughout the AMC community.

Chapter 13

OUTSTANDING AMC FLYING INSTRUCTOR OF THE YEAR AWARD

13.1. Purpose. Award identifies and recognizes outstanding AMC aircrew members who, while serving as instructors, have demonstrated the highest degree of dedication, expertise, and professionalism. Recognition is for the period 1 January through 31 December.

13.2. General Guidance.

13.2.1. Date Due--Nomination packages due to HQ AMC/DOES by 1 April.

13.2.2. Functional Area--DOT.

13.2.3. Related Higher Headquarters Publications--Not Applicable.

13.2.4. Eligibility--See [Table 13.1](#).

13.2.5. Award Type--Plaque and LOC.

13.2.6. Who May Nominate. NAFs, AFRC and ANG may submit one nomination in each category.

13.2.7. Board Composition. HQ AMC/DOE convenes a board of appropriate members (from functional area) to review and select nominees for approval by AMC Commander or Vice Commander.

13.2.8. Nomination Package. Write nominations based on achievements that occurred during calendar year for which being nominated. Submit 2 attachments.

13.2.8.1. Attachment 1--Submit nomination on AF Form 1206 using criteria below. Submit nominations in bullet format, not exceeding one single-spaced page. Do not include community involvement.

13.2.8.1.1. Current Instructor proficiency and performance of flight duties related to the unit flying mission.

13.2.8.1.2. Superior overall ability and knowledge.

13.2.8.1.3. Significant contributions to the unit mission.

13.2.8.2. Attachment 2--Submit a cover sheet for each nominee using the following headings: Award Category, Grade/Name, Organization/Location, Duty Title, Assignment History, Total Flying Time/Instructor Time, Professional Military Education, and other Noteworthy Awards/Decorations.

13.2.9. Award Presentation. Appropriate AMC NAF, wing, or group commander may present at appropriate time.

13.3. Specific Guidance.

Table 13.1. Outstanding AMC Flying Instructor of the Year Award.

Criteria. An award will be made in each AFSC category. Nominating agencies may forward one nomination for each eligible AFSC.

Officer: Any 11XX, 12XX or 46F3; must be assigned to an operational flying unit.

Enlisted: Any 1AXXX or K/Q/X prefixed AFSC or X4N0X0 assigned to an operational flying unit. Individuals must have 6-months in present assignment and be working there at time of consideration. All nominations must be based on achievements that occurred during the calendar year for which being written.

Chapter 14

SSGT HENRY E. “RED” ERWIN OUTSTANDING ENLISTED AIRCREW MEMBER OF THE YEAR AWARD

14.1. Purpose. Award identifies and recognizes outstanding contributions to enlisted aircrew operations by AMC Airman, NCO, and Senior NCO aircrew members. Recognition is for the period 1 January through 31 December.

14.2. General Guidance.

14.2.1. Date Due--Nomination packages due to HQ AMC/DOES by 1 March.

14.2.2. Functional Area--DOT.

14.2.3. Related Higher Headquarters Publications--AFI 36-2807, Chapter 10.

14.2.4. Eligibility--See [Table 14.1](#).

14.2.5. Award Type--Plaque and LOC.

14.2.6. Who May Nominate. NAFs, DRU, or equivalent may submit one nomination in each category.

14.2.7. Board Composition. HQ AMC/DOE convenes a board of appropriate members (from functional area) to review and select nominees for approval by AMC Commander or Vice Commander.

14.2.8. Nomination Package. Write nominations based on achievements that occurred during calendar year for which being nominated. Submit one copy of each of the following:

14.2.8.1. Nomination Letter from the nominating agency.

14.2.8.2. AF Form 1206--Submit nomination on AF Form 1206 using headings and criteria below. Submit nominations in bullet format, not exceeding one single-spaced page. Do not include community involvement.

14.2.8.2.1. Outstanding Accomplishments.

14.2.8.2.2. Leadership (how does the person lead and how have their leadership abilities impacted the Air Force mission).

14.2.8.2.3. Self-Improvement (what things has the person done to improve him/herself through education and training).

14.2.8.3. Biography. Submit a biography for each nominee which includes only: Name/Grade/DOR, Current Duty Title, Awards/Decorations received in the past 12 months, PME completed (resident or non-resident) and date, education completed in the past 12 months.

14.2.8.4. Citation. Prepare a proposed citation in landscape format. Left and right margins must be 1-1/2 inches. Limit the citation to approximately 50 key words that properly describe the nominee's accomplishments or achievements. See AFI 36-2805, Attachment 3.

14.3. Specific Guidance.

Table 14.1. SSgt Henry E. “Red” Erwin Outstanding Enlisted Aircrew Member of the Year Award.

Criteria. Nominees must meet acceptable Air Force standards during the entire eligibility period and meet the eligibility criteria for their category at time of nomination. The justification must emphasize the nominee’s specific contributions and results to enlisted aircrew operations.

Enlisted: AMC active duty, AFRC and ANG enlisted aircrew members (Air Force Specialty Code [AFSC] 1AXXX).

Airman: A1C through SrA; nominee must possess a 3-skill level or higher, have 24 months in either AF, ANG, or AFRC and at least 12 months experience as an aircrew member.

NCO: SSgt through TSgt; nominee must possess a 5-skill level or higher, have a minimum of 24 months experience as an aircrew member.

Chapter 15

OUTSTANDING OPERATIONS SUPPORT SQUADRON (OSS) OF THE YEAR AWARD (LARGE AND SMALL UNIT)

15.1. Purpose. Award identifies and recognizes the outstanding AMC OSS for exceptional contributions to the success of the AMC mission. Recognition is for the period 1 January through 31 December.

15.2. General Guidance.

15.2.1. Date Due--Nomination package due to HQ AMC/DOES by 15 March.

15.2.2. Functional Area--DOE.

15.2.3. Related Higher Headquarters Publications--Not applicable.

15.2.4. Award Type--Trophy.

15.2.5. Who May Nominate. AMC NAFs nominate their top two large units (Wing-level). Small units (Group-level) send nominations directly to HQ AMC/DOES.

15.2.6. Board Composition. HQ AMC/DOE convenes a board of appropriate members to review and select nominees for approval by AMC Commander or Vice Commander.

15.2.7. Nomination Package. NAF/Group Commanders submit a nomination letter specifically nominating unit for the award. Include the following attachments:

15.2.7.1. Attachment 1: Nominations on AF Form 1206 in bullet format, no longer than three pages. Use the following headings and criteria:

15.2.7.1.1. Mission: Provide a brief description of the OSS mission.

15.2.7.1.2. Significant Unit Accomplishments.

15.2.7.1.3. Adaptability to Difficult Situations: Outline the unit's ability to respond and adapt to tough situations, short-notice contingencies, and/or inadequate facilities and equipment.

15.2.7.1.4. Self-Improvement Efforts: Identify unit efforts to improve mission effectiveness, personnel development, and efforts to enhance work areas or facilities.

15.2.7.1.5. Community and Base Involvement: Identify unit involvement in base and community activities.

15.2.7.2. Attachment 2: Citation: Prepare a proposed citation in landscape format. Left and right margins must be 1-1/2 inches. Limit the citation to approximately 50 key words that properly describe unit accomplishments or achievements. See AFI 36-2805, Attachment 3.

15.2.8. Eligibility. All AMC Operations Support Squadrons.

15.2.9. Award Presentation. Presentation is at the discretion of the Wing Commander (Large Unit)/Group Commander (Small Unit).

15.3. Specific Guidance.

15.3.1. Award Categories.

15.3.1.1. Outstanding Operations Support Squadron of the Year - Large Unit.

15.3.1.1.1. Wing-level units compete for the “Large Unit” award.

15.3.1.2. Outstanding Operations Support Squadron of the Year – Small Unit.

15.3.1.2.1. Group-level units compete for the “Small Unit” award.

Chapter 16

EN ROUTE SQUADRON (ERS) UNIT OF THE YEAR AWARD

16.1. Purpose. The annual en route squadron award recognizes the unit that excelled in performance and contributed to the success of the AMC, Air Force, and DOD (National Defense Transportation Association [NDTA] and Military Traffic Management Command [MTMC]) transportation mission. Recognition is for the period of 1 January through 31 December.

16.2. General Guidance.

16.2.1. Date Due--Nomination package due to HQ AMC/DOZM by 15 March.

16.2.2. Functional Area--DOZ.

16.2.3. Related Higher Headquarters Publications--Not applicable.

16.2.4. Award Type--Trophy.

16.2.5. Who May Nominate. AMC NAFs may nominate one En Route Systems Unit. This award is not for the stateside AMOGs.

16.2.6. Board Composition. HQ AMC/DOZ convenes a board of appropriate members from DOZ, DOO, DON, LGQ, LGT, and LGX to review and select nominee for approval by AMC Commander or Vice Commander

16.2.7. Nomination Package. NAF Commanders submit a nomination letter specifically nominating unit for the award. Include the following attachment:

16.2.7.1. Attachment: AF Form 1206 in bullet format, no longer than two pages.

16.3. Award Criteria. HQ AMC will use the following criteria to select the command's ERS of the Year. Nominations will be based on the overall nomination and not weighted by individual section of the criteria.

16.3.1. General: Teamwork and communications, quality of life initiatives, leadership and management, administrative support, dorm/facility improvements, training, recognition programs, overall safety, and community involvement.

16.3.2. Aerial Port: Significant accomplishments, customer satisfaction, and improvement efforts.

16.3.3. Logistics: Significant accomplishments, customer satisfaction, and improvement efforts.

16.3.4. Air Mobility Control Center: Significant accomplishments, customer satisfaction, and improvement efforts.

ROGER A. BRADY, Major General, USAF
Director of Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Executive Order 9397

Privacy Act of 1974

AFI 10-201, *Status of Resources and Training System*

AFPD 36-28, *Awards and Decorations Programs*

AFI 36-2805, *Special Trophies and Awards*

AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff Plans and Operations Annual Awards Program*

AFI 36-2818, *The USAF Logistics Awards Program*

Abbreviations and Acronyms

ACC—Air Combat Command

AETC—Air Education and Training Command

AFA—Air Force Association

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

AMCC—Air Mobility Control Center

AMOG—Air Mobility Operations Group

ANG—Air National Guard

ATC—Air Traffic Control

DO—Directorate of Operations

DRU—Direct Reporting Unit

FOA—Forward Operating Agency

HQ AMC—Headquarters Air Mobility Command

IMA—Individual Mobilization Assistant

ION—Institute of Navigation

LOC—Letter of Commendation

MAJCOM—Major Command

MTMC—Military Traffic Management Command

NAA—National Aeronautics Association

NAC—National Aviation Club

NAF—Numbered Air Force

NDTA—National Defense Transportation Association

OSS—Operations Support Squadron

PACAF—Pacific Air Forces

SERE—Survival, Evasion, Resistance & Escape

TACC—Tanker Airlift Control Center

TF—Task Force

TFC—Task Force Commander

USAFE—United States Air Forces in Europe

USSTRATCOM—United States Strategic Command